

State of Michigan

Department of Management and Budget

Space Estimator (Page 1 of 4)

(Must be submitted with your 618)

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Office Work Area Requirements

Agency: Judiciary Department: Court of Appeals Location: Grand Rapids				Contact Person: Russell Rudd Telephone: Email:				Creation Date: April 15, 2010 Revised Date:			
					Current Space Needs		Future Space Needs				
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)	
Department Director	Enclosed Office	350	400	x	4	1,600	1	5	2,000	Judges current offices are 400 nsf	
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0		
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x		0		0	0		
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x	4	720	1	5	900		
Special Designation Office (requires justification)	Enclosed Office	150		x	4	600	1	5	750		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		0	0		
Supervisors	Open Office	80		x		0		0	0		
Professionals, Technicians	Open Office	80		x		0		0	0		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x		0		0	0		
Hotelling Space	Shared Open Office	20		x		0		0	0		
					Total Current Work Area Requirements Staff 12 Area 2,920		Total Future Work Area Requirements Staff 15 Area 3,650				

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Special Support Area Requirements

Agency: Judiciary		Contact Person: Russell Rudd		Creation Date: April 15, 2010				
Department: Court of Appeals		Telephone:		Revised Date:				
Location: Grand Rapids		Email:						
				Space Needs				
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	Comments
Reception Area		N/A	225	x	N/A	1	225	All Judicial areas have waiting areas
Service Counter/Waiting Area		N/A		x	N/A		0	
Security Guard Station		N/A		x	N/A		0	
Interview Rooms		120		x	N/A		0	
Public Access Toilet Facilities		80		x	N/A	2	160	
TOTAL PUBLIC USE SPACE:							385	
Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Conference (40+ Person)		800	N/A	x	0		0	
Conference (10-12 Person)		225	N/A	x	0	1	225	Currently hold regular meetings of 10-12
Conference (6-8 Person)		150	N/A	x	0		0	
Conference (2-4 Person)		100	N/A	x	1		100	
Team Work Area		120		x	0		0	
TOTAL CONFERENCE & MEETING SPACE:							325	
Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area		80		x	1		80	
Records & Storage	Enclosed file / supply storage.	100		x	0	4	400	Each Judicial Office has separate filing areas
Copy / Fax Area	(1 for every 30 staff)	36	N/A	x	1		36	
Recycling Station	(1 for every 60 staff)	36	N/A	x	1		36	
Lunch / Break Room	(Assumes 20% usage)	100		x	0	1	100	Current space has break room
First Aid Room		120		x	0		0	
Unassigned Filing	(1 lateral file for 2 staff)	9	N/A	x	8		72	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:							874	
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:							1,584	

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User Defined Area (Non-Standard Office Space)

Agency: Judiciary		Contact Person: Russell Rudd		Creation Date: April 15, 2010	
Department: Court of Appeals		Telephone:		Revised Date:	
Location: Grand Rapids		Email:			

						Space Needs		
User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required)
Library	Bookcases	N/A	300	x	N/A	1	300	Legal Research Material Space Required
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
		N/A		x	N/A		0	
TOTAL USER DEFINED AREA REQUIREMENTS:							300	

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Summary Page

Agency: Judiciary		Contact Person: Russell Rudd		Date: April 15, 2010	
Department: Court of Appeals		Telephone:		Date Revised:	
Location: Grand Rapids		Email:		DMB Project Number:	
	Current Space Needs		Future Space Needs		Comments
Office Work Area Requirements	Staff	Area	Staff	Area	
Enclosed Office	12	2,920	15	3,650	
Open Office	0	0	0	0	
TOTAL NET WORK AREA REQUIREMENTS:	12	2,920	15	3,650	
	Space Needs			Comments	
Special Support Area Requirements	Area				
Public Use Area	385				
Conference & Meeting Area	325				
Special Use Area	874				
User Defined Area	300				
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:	1,884				
TOTAL NET OFFICE SPACE REQUIREMENTS:				5,534	
<p>Net to Usable Ratio: 70%</p> <p>User Override Net to Usable Ratio:</p> <p>TOTAL USABLE OFFICE SPACE REQUIREMENTS: 7,906 Square Feet</p> <p>Total Current Staff: 12</p> <p>Total Future Staff: 15</p> <p>Percent Growth: 25%</p>					